



FES in Asia

Call for expression of interest – Copy Editors for English

Friedrich-Ebert-Stiftung (FES), a German non-profit organization, is updating its roster of qualified copy editors who may be involved in its projects, publications and activities in Asia under a year-long framework agreement. The eligible applicants will be native speakers of English with at least five years of editorial experience residing and working in any of the following countries: Philippines, Singapore, or Thailand.

1. Service Specifications

Under the direct supervision of the FES Asia Regional Communications Coordinator based in Manila, Philippines, and the overall guidance of the Director of the Singapore-based FES Office for Regional Cooperation in Asia, the duties and responsibilities of the editor are as follows:

- Undertake substantive copy-editing of country studies, policy papers and reports on social, political and economic issues in countries in Asia for content and flow;
- Edit short stories for web-publishing and occasionally brochures and flyers;
- Edit documents to ensure clarity of structure and internal consistency with FES values, both analytical and stylistic;
- Ensure that the statistical data used and referenced in the text are consistent with the data in the tables, figures, charts and maps, verifying factual correctness of data used and that there is no error in the way it is presented in the text;
- Ensure the house style is maintained for all segments of the document, including notes and bibliography.

2. Requirements

- Degree in Communication, Journalism, English, Social Sciences or related fields;
- Minimum of five years' experience as professional editor in Asia with non-profit organizations, international organizations, universities or media outlets editing academic papers, policy reports and exposure stories dealing with development cooperation on current political affairs, regional cooperation, gender equality, future of work, international trade, climate change, good governance and/or peace and security;
- Excellent written and verbal communication, strong fact checking, meticulous proofreading;
- Proven track-record of successful long-distance work;
- Reading knowledge of German is considered an asset;
- Native English speaker.

3. How to apply

Interested candidates are invited to submit a short CV, sample of latest work and a cost breakdown in English to isabelle.mischke@fes.asia by **1st December 2020**.

The costing should be based on daily rates that apply for the different level of editing service required, and the average number of standard pages expected to be completed per day of editing work (Level 1 and Level 2), where one standard page averages 500 words. The number of pages, where applicable includes the titles page (cover page), table of contents, text body, footnotes, tables and figures. Reiterations between the author (s) /copy-editor/ publisher will be kept to a minimum (one only where applicable) and will relate only to major text change and/or queries.

The editing levels referred to are understood as:

Editing level 1: Copy-edit to improve errors in grammar, spelling, usage and style, tightening up wordy prose, smooth awkward transitions and ensure accuracy of information.

Editing level 2: Copy-edit to correct flow and re-work some of the text, re-structure some paragraphs, correct style, flow, and grammar including all points under Level 1.

Applications will be reviewed based on the following considerations:

- 40% price
- 30% work sample
- 30% CV

Applicants will be notified by 20th December 2020.

Contact:

Ms. Isabelle Mischke

Friedrich-Ebert-Stiftung Philippines

Unit 2804 Discovery Centre

#25 ADB Avenue, Ortigas Center

1605 Pasig City, Metro Manila, Philippines

+ 63-28-6377186

isabelle.mischke@fes.asia